

## **INSTRUCTIONS FOR FILLING OUT AFFIDAVIT AND APPLICATION TO PROCEED IN FORMA PAUPERIS**

### **HEADING**

- Enter the name of the county where you are filing the Complaint.
- Enter your first, middle, and last names. You are the plaintiff.
- Enter your spouse's first, middle and last names. Your spouse is the defendant.
- The Clerk of the District Court will give you a case number when you file the Complaint. You must include the case number on any papers you file.

### **BODY OF THE AFFIDAVIT AND APPLICATION**

In the blank following "County of" enter the name of the county where you are signing this Affidavit and Application.

The numbers below give instructions for completing the paragraphs with the same numbers in the Affidavit and Application.

Paragraph 4. Put in the dollar amount of your net (after taxes) monthly income in the first blank. In the second blank, put in where your money comes from (for example, employment, public benefits, Social Security, etc.). In the third blank, put in how many people live in your house that you support.

### **CLOSING PARAGRAPH**

In the paragraph beginning with **WHEREFORE**, enter the name of the county where you are filing the Complaint.

### **FINAL SIGNATURE**

- Print your first, middle, and last names in the first blank.
- Sign your first, middle, and last names on the second blank. **DO NOT SIGN YOUR NAME UNTIL YOU ARE BEFORE A NOTARY PUBLIC.**
- The Notary Public will fill out the date at the end of the Affidavit and Application and will sign his or her name in the last blank.